

Franklin County Data Center Job Posting

Salary Range: \$94,394 - \$122,712 ** Excellent Benefits Package**

Job Title: Director, Portfolio Management Office

SUMMARY

The Director, Portfolio Management Office, leads all activities of the Franklin County Data Center's (FCDC's) Portfolio Management Office (PMO). The Director of PMO will develop a strategic program methodology for intake. This role will be responsible for implementing PMO processes that align business strategy and implementation. Accountabilities include redefining, designing, executing, and managing a county-wide project management framework to ensure that projects are delivered on time, within budget and meet customer expectations. Responsibilities include portfolio management, knowledge management, demand management, release management, resource and capacity management and organizational change management. Must successfully complete a 180-day probationary period.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Establish and/or redefine, implement, and manage FCDC's portfolio management framework, including intake, prioritization, allocation and other delivery activities.
- Establish and/or redefine, implement, and manage FCDC's portfolio governance practices for process governance, change management governance, demand management, release management governance, knowledge management, resource and capacity management and organizational change management. Ensure that program work streams are well defined and drive a culture of urgency whereas projects are delivered on-time, on-budget and in-scope.
- Provide overall leadership and direction for the PMO of FCDC, implementing and overseeing best practices for project delivery, process governance and business analysis. Ensure that appropriate controls are established, promoted and monitored by PMO team members. Ensure that team members are equipped to manage schedules, costs, actions, risks and resources.
- Work with program/project sponsors to establish the project scope, deliverables, budget and workflow schedule. Monitor delivery activities to ensure that the established scope, quality,
- Forecasts staffing requirements based on project requirements, resource capacity and skill sets. Project request in-take and resource utilization in alignment with strategic fiscal year planning.
- Develop and monitor project / program plan(s), minimizing risks and adjusting resources and priorities accordingly. Responsible for risk assessment analysis for ongoing projects, change management, and project initiatives.
- Establish and implement a program communication plan across the business units, agencies, project teams and stakeholders to incorporate release management, knowledge management and organizational change management methodologies and best practices.
- Prepare and present progress reports/dashboards for the FCDC leadership team, proposing recommendations based on trends.
- Monitor program health on an on-going basis; evaluating progress and quality; manage issue resolution processes and take corrective action as necessary.
- Facilitate activities to increase stakeholder awareness and engagement, including steering

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committee meetings.

- Oversee post-implementation review activities to ensure that all projects evaluate project results, lessons learned, and client satisfaction.
- Provide oversight of project financials and have sound understanding of budget concepts.
- Responsible for compliance on all strategic project execution to ensure successful delivery. May be directly accountable for the delivery of large IT projects.

SUPERVISORY RESPONSIBILITIES:

Manages the team responsible for project delivery, process governance, and business analysis.

QUALIFICATIONS:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to have a comprehensive understanding of Franklin County Data Center products and services, general business principles and customer requirements.
- Strong business management skills.
- Report writing and analytical skills.
- Negotiation and conflict resolution skills.
- Possess excellent writing and verbal communication skills.
- Knowledge of policy and procedures development, documentation and evaluation.
- Skill in analyzing and developing effective solutions for organizational problems.

EDUCATION and/or EXPERIENCE: A bachelor's degree in Project Management, Computer Information Technology or Business Administration is desired. Ten years of experience managing projects is required. Five years of experience managing IT project management teams is required. Must possess strong business management skills. Must possess strong negotiation and conflict resolution skills. Must possess excellent writing and verbal communication skills.

LANGUAGE SKILLS: Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and /or boards of directors.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: PMP certification is required. Scrum master certification preferred. ITIL certification is preferred. Maintains an active PMI membership.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Sick and Vacation Accrual, Tuition Reimbursement**